

**Glen Rock Public Library**  
**Board of Trustees Virtual Meeting Minutes**  
**July 9, 2020**

1. Call to Order: The meeting of the Board of Trustees of the Glen Rock Public Library was held on Thursday, July 9, 2020 at 7:34 PM via Zoom platform.

Present:

Cathy Osborn, President  
Matt Jacobs, Vice-President  
Dan Lesso, Treasurer  
Kathleen Walter, Secretary  
Teresa Gilbreath, Borough Liaison  
Rachel Feinmark, Trustee  
Jeff Schlecht, Trustee  
Christa Folco, Trustee

Also Present:

Ellen O'Keefe, Library Director  
Georgene Betterbed, President of the Friends of the Library  
Kristine Morieko, Mayor of Glen Rock

Public:

Kristen Breen, Library Employee  
Kaitlyn Lawler, Recording Secretary

2. Adequate Notice of Meeting: The date, time, and access to this meeting has been advertised, filed with the Borough Clerk, posted on the borough and library websites. All notice requirements of the Open Public Meetings Act for this meeting have been fulfilled.
3. Welcome:
  - a. Instructions when to address the Board: Welcome to Mayor Kristine Morieko & library employee, Kristen Breen.
  - b. Swearing-in of Christa Folco, new Trustee: At 7:35 PM, Mayor Morieko swore-in new trustee Christa Folco.
4. Minutes of the June 11, 2020 & June 23, 2020 Emergency Meetings: Motion to approve the Minutes from the June 11, 2020 meeting by Teresa. Second by Jeff. Motion approved. Motion by Teresa to approve the June 23, 2020 Emergency Meeting Minutes. Second by Matt. Motion passed.
5. Public Comments: Mayor Morieko spoke. Looking forward to the reopening of the library. The Borough building will be closed to the public at a minimum until September.
6. Correspondence: N/A
7. Director's Report: Ellen spoke. Doorside service launched 6/17/20. Extended hours are on Monday and Thursday nights. The first hour of library doorside operating hours is set

aside daily for senior citizens and individuals with health concerns. Typically drop off bins have been unavailable for the weekends but available Monday-Friday. The expansion of doorside service would not have been possible without additional staff of a Reference Librarian, Page, and three Library Assistants. The possibility of bringing back another Library Assistant is being considered. Ellen will be attending a 7/15, BCCLS Executive Board meeting.

Danielle, Children's Librarian, started a campaign of "In This Together" for children to make cards and drop them off outside the library. Also, Danielle has a laminated story walk posted around the outside of the library for children to follow and read.

Facility barriers are up. Restroom touchless paper towel dispensers, door and foot pulls, as well as privacy latches installed.

\$22,000 has been spent by the library on COVID-19 expenses. \$4,000 more is expected to cover COVID-19 costs. The library has submitted paperwork to the Borough asking for assistance through the FEMA grant. There is a projected \$19,000 budget shortfall by the end of the year. The Custodian's salary is committed to be paid by the Borough. The library is seeking clarification of this funding..

8. July Bills to Be Paid: Motion to accept Treasurer's report and pay July bills by Kathleen. Second by Matt. Motion approved.
9. Report from the Friends of the Library: Georgene spoke. The Garden Club spruced up the outside of the library and will plant around the new electronic sign with native plants. Read-a-thon 2020 at rest until the Mayor & Council meeting award presentation in the fall. Mayor Morieko stated most likely it will be placed on the agenda for the October 14th meeting. A new curator/ artist for 2021 is needed for the library gallery. .
10. For Information: Teresa spoke. Discussion of readily available books covering racial justice. Ellen stated titles are available and being checked out.
11. For Discussion:
  - a. "Opening to Public with Limited Services" document. Revisions were made. Motion to approve as read by Matt. Second by Dan. Approved by all. Policy number 07.09.20. Anticipated opening to the public is Wednesday, July 15, barring unforeseen circumstances.
  - b. COVID-19 Self-Certification Form for Library Employees. Revisions were made. Motion to approve document as read by Kathleen. Second by Dan. Motion passed with one opposition.
  - c. Designation of Judy Westerman Silver Fund: Ellen spoke. At the recommendation of Mary Kruffyff, Business Manager, move the Judy Westerman Silver Fund out of the library's operational budget and into a dedicated account. Motion approved by Dan. Second by Matt. Motion approved.

12. For Action: N/A

13. Committee Reports:

- a. Finance: N/A
- b. Personnel-revise Personnel Manual: Revision postponed.
- c. Building & Grounds: Matt spoke. The Wifi in the library parking lot to be checked.
- d. Planning: N/A
- e. Technology: N/A
- f. Ad Hoc: Ellen spoke. NJ Construction Bond Grant awaiting approval. Mayor Morieko volunteered to follow up with the Governor's office regarding the grant.

14. Old Business: N/A

15. New Business: N/A

16. Adjournment: Motion to adjourn by Christa. Second by Teresa. Meeting ended at 9:29 PM.

Respectfully submitted by  
Kaitlyn Lawler  
Recording Secretary